

JROTC INSTRUCTION

MEAL TICKETS, MREs AND CONTRACT MEALS

SUMMARY: Procedures on submitting request for meals support/contract meals. Contracted meals are used during on site training only. A contracted meal before leaving or after returning to campus is not authorized. Meal tickets are used for travel to and from training site ONLY. MREs can be used for travel to and from training site or during on-site training.

REQUIREMENTS: All meal requests must be submitted through and approved by your Bde. Request must be received by HQ Cadet Command RM at least 30 days before commencement of training. Requirements must meet the policy on meals while on training. **Cadets should be provided one hot meal every 24 hours of training.**

INSTRUCTIONS:

Unit solicits vendor to provide service.

Unit will coordinate all required documents to obtain service and payment for service rendered.

MEAL TICKETS:

Meal tickets are issued for travel to and from training site ONLY, when traveling for an extended period over a traditional mealtime. The vendor provides the meal, and then bills the government for payment. Meal tickets are issued by the support installation transportation office IAW DOD regulations. Units prepare and submit memorandum requesting meal tickets thru Bde, thru HQCC Budget office to support installation transportation office. HQCC Budget will process memorandum with fund cite and return memo to Unit. Unit will coordinate with support installation transportation office to procure meal tickets. Unit will submit memorandum with fund cite and other required documents to the support installation transportation office. **It is strongly suggested that you call the restaurant in advance to ensure they accept meal tickets.**

MREs:

ACTION REQUIRED - Units coordinate with Bde and/or support installation on all required documents to obtain MREs and payment for goods and services. (MREs can be used enroute to training site or while on training site.)

DINING FACILITY:

DD Form 448 (MIPR)- ACTION REQUIRED: Units coordinate with support installation or applicable installation's comptroller office for MIPR approval and method to obtain meals. Units will also obtain from the comptroller's office the POC's name, phone number and installation's complete mailing address. Units will prepare and submit memo thru Bde to HQCC requesting a MIPR be prepared and forwarded to the installation providing meals. Memo must include installation's POC, phone number and complete mailing address and total cost for meals. (MIPRs are used to transfer dollars from one installation to the other, so are only good for military-run dining facilities. Contracted dining facilities are covered under Contracted Meals.)

CONTRACTED MEALS:

Cadet meals will be paid for either thru a contract (if over \$2,500) or by use of the HQCC IMPAC credit card. **Units are not to use their local IMPAC credit cards to procure meals.** The personnel in HQCC Acquisitions or the Ft Eustis Contracting Office arrange contracted meals, regardless of dollar value, in advance. Vendors are given a maximum dollar value and number of personnel who will be fed, based on your request. At no time are you authorized to increase the number of cadets to be fed or add meals being provided. All changes and/or additional requirements must go through HQCC Acquisitions.

Option #1 - HQCC BUDGET IMPAC - ACTION REQUIRED: If the cost to procure vendor's service does not exceed \$2,500.00, units will coordinate with vendor for approval to use either the IMPAC credit card or payment by IMPAC check. Ensure the vendor understands that payment by check will not occur until after meals have been provided. Prepare and submit a memorandum thru Bde to HQCC Acquisitions Team requesting the IMPAC credit card be used to procure vendor service. Memorandum must include vendor's name, complete mailing address and POC's name and phone number. If vendor does not accept the credit card but will accept payment by check, you must also include the vendor's Federal Tax ID number. Also, payment by check requires the unit to submit a certification of services rendered before payment can be made.

Option #2 - DA Form 3953 (Purchase request) - ACTION REQUIRED: If the cost to procure vendor service exceeds \$2,500.00, units will prepare and submit DA Form 3953 thru Bde to HQCC Acquisitions Team. You must submit name, address, phone number,

and CAGE code of at least three vendors. **NO CAGE CODE MEANS NO CONTRACT.** If there is only one possible vendor you must submit a Sole Source Justification. HQCC Acquisition will review request and forward to HQCC Budget, who will certify and forward to Ft Eustis DOC. Ft Eustis will award contract with selected vendor and provide contract order form/receiving report thru HQCC Acquisition to Unit. After vendor renders services, units will document receipt of goods and services on receiving report (SF1449) as required by DFAS-ROME. Units will forward receiving reports to DFAS-RO/FPV, 325 Brooks Rd, Rome, NY 13441-4527.

ADDITIONAL INFORMATION:

1. Regulations: CC Reg 145-2
2. Applicable forms: DA 3953, Memorandum or DD448
3. Enclosures: None
4. FUNCTIONAL PROPONET: Support Installation DOL
5. Cadet Command website, Resource Management Directorate, Acquisitions Management:
 - IMPAC Request Memorandum Format
 - Purchase Requests and Commitments/Sole Source Justification Fact Sheet